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| Project Plan  for small business/corporate project |



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| This document describes how the project will be managed and provides a baseline for its delivery. | |
| **Project Name:** |  |
| **Project Number:** |  |
| **File No:** |  |
| **Project Description:** |  |
| **Date Project Scope Identification Form Approved:** | \_\_\_\_/\_\_\_\_/ 20\_\_\_ |
| **Approved Budget:** | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Project Sponsor:**  Name/Position |  |
| **Project Customer:**  Name/Position |  |

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| **Project Expenditure flow** | **Prior Expenditure**  **$'000** | **20\_\_-\_\_**  **$'000** | **20\_\_-\_\_**  **$'000** | **20\_\_-\_\_**  **$'000** | **Total**  **$'000** |
| **Operating** |  |  |  |  |  |
| Salaries/FTEs |  |  |  |  |  |
| Consultants |  |  |  |  |  |
| Training |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Total Operating Cost** |  |  |  |  |  |
| **Capital** |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Software |  |  |  |  |  |
| Other |  |  |  |  |  |
| Contingency |  |  |  |  |  |
| **Total Capital Cost** |  |  |  |  |  |
| **Total Project Cost** |  |  |  |  |  |

| **Project Control** | **Development Phase** | **Implementation Phase** |
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| **Scope Management**  *For In and Out of Scope statements refer approved Project Scope Identification Form.* | For any alterations to the approved scope, a Change of Scope form will be submitted and approved prior to implementing the scope variation. | |
| **Time Management**  *Show dates here, or attach an electronic schedule output.* | Are design activities required for this project? Yes/No.  Details?  Anticipated start \_\_/ \_\_\_/ 20\_\_ Anticipated completion \_\_ / \_\_/20\_  Any changes in milestones are to be approved using a Change of Scope Form. | Anticipated start of contract  \_\_\_/ \_\_\_/ 20\_\_  Anticipated end of contract:  \_\_\_/ \_\_\_/ 20\_\_  Any changes in milestones are to be approved using a Change of Scope Form. |
| **Cost Management**  *The initial project cost estimate/budget is noted in the Project Scope Identification Form.* | The Project Cost Estimate will be reviewed:  - following any initial design activities/or design changes; - prior to accepting any Offers.  SAP will be used to manage the current project cost estimate and a spreadsheet will be used for expenditure forecasts. | Any Variations during delivery will be reviewed against the approved scope and approved budget.  SAP will be used to manage the current project cost estimate and a spreadsheet will be used for expenditure forecasts. |
| **Quality Management:**  *Note any design requirements or standards, incl operations, environment, safety, or customer service standards* |  |  |
| **HR Management**  *Note Project Team* | Project Manager: (Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team Member/s: (Name/Role):  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ | Project Manager: (Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team Member/s: (Name/Role):  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ |
| **Communications Management**  (Internal & External) | Communication with?/By whom?  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ | Communication with?/By whom?  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ |
| **Risk Management**  *Note how risks will be assessed/considered & documented?* | Contingency/Risk Allowance will be determined by? *(Select one)*   * Costing risk items, ***or*** * Adopting a % of total cost | Contingency/Risk Allowance will be reviewed and updated during this Phase. |
| **Procurement Management**  *Note method of procurement/other method of delivery* | The following equipment/contractors/consultancies will be procured by:  Charges for contractors working in house will be accrued using CATS | Proposed delivery method  Charges for contractors working in house will be accrued using CATS |
| **Learnings & Finalisation Phase** | Any learnings will be recorded in a project learnings register. | Any learnings will be noted in a Completion Report/Close-out document/post-construction review. |

**Submitted (Project Manager)**

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| --- | --- |
| Name: | Position: |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

**Agreed to proceed (Sponsor – head of delivery group)**

|  |  |
| --- | --- |
| Name: | Position: |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

Comments:

**Attachments:** (where applicable)

1. Previous Scope Identification Statement and attachments
2. Any approved change of scope forms
3. Cost estimate
4. Schedule/Gantt chart
5. Corporate Risk Register

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